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ABSTRACT

Information from the California Basic Educational Data System (CBEDS) is available to the state education department, other state agencies, educators, administrators, professional organizations, universities, and research organizations. This guidebook briefly profiles CBEDS and notes the legal standards governing the use of the data. CBEDS information, according to the guide, is collected at the district, school, and professional staff levels and covers enrollment, staffing, alternative schools, collective bargaining, school graduates, school meals, characteristics of teachers' classes, and personal demographic, educational, and occupational data. The two types of CBEDS reports--standard reports required by law and ad hoc reports requested by organizations--are described. Guidelines are provided on data availability and on application procedures. A CBEDS data request form is appended. (Author/RW)

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CBEDS

California Basic Educational Data System

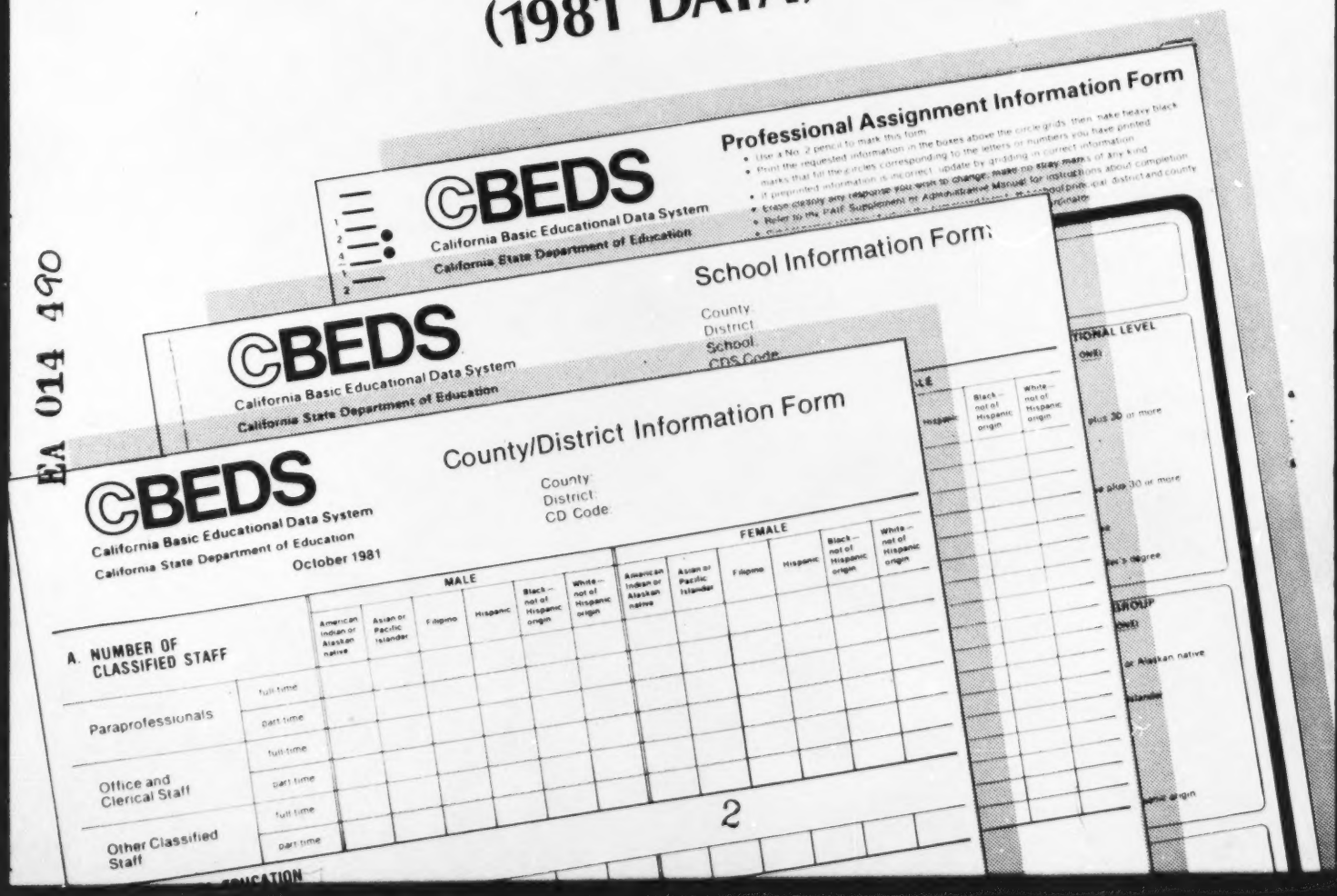
California State Department of Education
Wilson Riles—Superintendent of Public Instruction
Sacramento, 1981

ED214264

EA 014 490

CBEDS DATA USERS' GUIDE

(1981 DATA)



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Introduction

The *CBEDS Data Users' Guide* is provided as a reference for those persons and organizations that want to use information maintained by the California Basic Educational Data System (CBEDS). The publication provides (1) a general description of CBEDS; (2) standards governing the use of CBEDS data; (3) descriptions of the data elements; (4) descriptions of CBEDS reports; (5) guidelines for access to the data; and (6) a data request form. Additional information may be obtained by writing or calling the Manager, Data Acquisition and Forms Control, Education Data Management Systems, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814; telephone (916) 322-7373.

Description of CBEDS

The California State Department of Education is developing a multipurpose data system containing basic information on education in California. The system will ultimately contain information on staff, enrollment, finance, facilities, curriculum, and community demography related to public elementary and secondary schools. CBEDS, which represents the first phase in the development of a common core of data, is designed to collect and update annually information on staff members and students at the county, school district, school, and classroom levels.

CBEDS collects information once each October on "Information Day" from local school administrators and other professional staff. The collected data are rapidly converted to file form and are made available for federal and state reporting and educational planning and research within two months after collection. A data base management system facilitates maintenance of the files, access to the information, and aggregation of the data elements into useful statistical summaries.

The CBEDS data base consists of three principal data sets or files. The data sets are (1) enrollment and staff data for school districts and offices of county superintendents of schools; (2) school enrollment and staff data; and (3) individual professional assignment and classroom population data. The data describe regular and special enrollments, staff characteristics and assignments, and student populations at the classroom level. A comprehensive description of the CBEDS data elements is presented in this publication.

Uses for CBEDS Data

CBEDS data are used by the California State Department of Education for the compilation of federal and state reports as required by law, the meeting of certain legislative requests for information, planning, and management. Certain CBEDS data are also made available to other state agencies, educators, and educational administrators for research and planning; to authorized professional organizations; and to universities and research organizations. The types of data available to those agencies or persons are described in detail in this publication. The availability of CBEDS data will frequently preclude the need for persons and organizations to solicit information directly from local educational agencies.

Standards for Use of CBEDS Data

The California State Department of Education's Office of Education Data Management Systems is responsible for collecting, storing, maintaining, reporting, and safeguarding CBEDS data. The person responsible for data collection and security is the Manager, Data Acquisition and Forms Control, Education Data Management Systems, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814.

Security of CBEDS Data

All data collected and maintained by CBEDS will be fully safeguarded. They may be released in aggregate or partial form to authorized agencies strictly on the basis of bona fide need for information. All data are maintained in a storage and retrieval system accessible only to the Department's CBEDS staff, and all report requests are processed by CBEDS staff members. No other persons have direct access to the computer file.

CBEDS contains information about school districts, schools, classes, and educators. Data concerning the professional characteristics and responsibilities of educators are carefully protected. The California Information Practices Act of 1977 (Civil Code, Title 1.8, Part 4, Division 3) governs the disclosure of certain CBEDS data. It requires state agencies to provide, to individuals asked to supply data, information on the need and uses for the data.

The Act also states that, for the privacy of individuals to be safeguarded, it is necessary that the maintenance and dissemination of personal information be

subject to strict limits. Personal information is defined by the Act as "... any information in any record about an individual that is maintained by an agency, including, but not limited to his or her education, financial transactions, medical, or employment history."

The Act prohibits disclosure of personal information except for certain official uses for which it is collected or for research when the individual to which it pertains is not identified (Section 1798.24). Except in reporting data back to the individuals for annual update, *no use of identifying information (name, social security number, or location) may be made in conjunction with other personal data to make a determination about an individual.* Identifying information may, in certain circumstances, within the bounds of the Information Practices Act, be used in conjunction with elements such as job assignment for the creation of professional directories. Mailing lists will not, however, be released to commercial firms. Combinations of data elements that might imply the identification of individuals by virtue of their location and other non-identifying data will not be released for general use.

Disclosure to Persons Providing Data

The Information Practices Act specifies that certain information be made available to individuals asked to provide personal data. The disclosure includes the legal authority to collect data; the official responsible for maintaining the data; the purposes for which the data are to be used; other agencies to whom the data may be transferred; and the procedure for gaining access to one's personal records. The privacy notification containing this information is reproduced as it appears in the *Professional Assignment Information Form Supplement* (Sacramento: California State Department of Education, 1981). A person supplying individual data to CBEDS receives a copy of the *Supplement,* which must be referred to for reporting certain coded information.

Privacy Notification

The Information Practices Act of 1977 requires the State Department of Education to provide certain information on privacy to individuals requested to submit information to the Department:

1. **Legal Authority**
   California's Education Code, beginning with Section 10600, provides for the establishment of a basic educational data system and requires schools, school districts, and offices of county superintendents of schools to cooperate with the Department of Education in the establishment and operation of the system.

   The collection of information through the California Basic Educational Data System is mandatory, with the exception of the request for an individual's name and Social Security number on the *Professional Assignment Information Form.* These items are needed so that, in the years following the first collection of information from individuals, certain information can be returned to those individuals.

   Failure to submit the information requested through the California Basic Educational Data System will result in the use of incomplete data in federal and state reports. NOTE: The information will be maintained for reporting or statistical research only and will be not be used, in whole or in part, to make a determination about an identifiable person.

2. **Responsibility**
   The Department of Education's Office of the Deputy Superintendent for Administration is responsible for requesting the information contained in the California Basic Educational Data System. The official responsible for maintaining the information is the Deputy Superintendent of Public Instruction for Administration, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814; (916) 322-7373.

3. **Purposes for Collecting Information**
   The principal purposes for collecting information through the California Basic Educational Data System are (a) to complete certain federal and state reports required by statute; and (b) to provide general-use statistics for California public education.

4. **Transfer of Information**
   Information furnished through the California Basic Educational Data System may be transferred in aggregated form to authorized governmental agencies, including the California Legislature; the State Department of Finance; the State Teachers' Retirement System; the Commission for Teacher Preparation and Licensing; the U.S. Department of Education and the U.S. Department of Agriculture; and authorized professional organizations and associations.

5. **Access to Records**
   Individuals have the right to review their own records maintained by the Department of Education. Requests for access to individual records must be submitted in writing to the Chief Deputy Superintendent of Public Instruction, California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814.

CBEDS Data Elements

CBEDS data elements are collected at three levels: (1) school district office or office of a county superintendent of schools; (2) school; and (3) professional staff.

School District Office and County Office Data

School district office and county office data are collected from each of approximately 1,044 public school districts and 58 offices of county superintendents of schools. One record is maintained for each and is updated each October. Data collected from individual school districts are not duplicated in the county records. The elements maintained in the district and county data set are expected to change slightly from year to year. The data elements for 1981, together with their descriptions, are presented as follows:

CD code. Seven-digit numeric code identifying a local educational agency (school district or office of a county superintendent of schools). Code numbers can be found in the *California Public School Directory.*

Male classified staff. Number of male classified employees (paraprofessionals, office and clerical, and other) not assigned to a specific school site and reported as full-time or part-time employees, by racial/ethnic categories.

Female classified staff. Number of female classified employees (paraprofessionals, office and clerical, and other) not assigned to a specific school site and reported as full-time or part-time employees, by racial/ethnic categories.

Vocational education enrollment. Total number of students enrolled in programs meeting the specifications of the *California Five-Year State Plan for Vocational Education,* by ethnic group.

Adults in programs/classifications approved for state apportionments. Adults enrolled in adult school programs defined by Education Code Section 41976 and *not* concurrently enrolled in regular high school programs during 1980-81.

Adults in programs/classifications not approved for state apportionments. Adults enrolled in adult school programs not mandated by Education Code Section 41976 and not concurrently enrolled in regular high school programs during 1980-81.

Adult graduates. Adults graduated from adult education high school courses during the prior school year.

Certificated staff. Number of full-time and number of part-time certificated staff employed in the adult education program.

Alternative schools. Number of alternative schools as defined by Education Code Section 58500.

Status of contract negotiations. Indication of whether contract negotiation is final or pending on Information Day.

School Data

These data are collected from each of approximately 7,500 public schools. One record is maintained for each and is updated each October. The elements maintained in the school data set change slightly from year to year. The data elements for 1981, together with their descriptions, are presented as follows:

CDS code. Fourteen-digit numeric code identifying a school. Code numbers can be found in the *California Public School Directory.*

Male enrollment. Unduplicated male enrollment, by racial/ethnic categories, in each grade served by the school.

Female enrollment. Unduplicated female enrollment, by racial/ethnic categories, in each grade served by the school.

Male high school graduates. Number of male students, by racial/ethnic categories, who graduated from grade twelve during the prior school year.

Female high school graduates. Number of female students, by racial/ethnic categories, who graduated from grade twelve during the prior school year.

Male classified staff. Number of male classified employees (paraprofessionals, office and clerical, and other) not assigned to a specific school site and reported as full-time or part-time employees, by racial/ethnic categories.

Female classified staff. Number of female classified employees (paraprofessionals, office and clerical, and other) not assigned to a specific school site and reported as full-time or part-time employees, by racial/ethnic categories.

Free meals. Number of students receiving free meals.

Reduced-price meals. Number of students receiving reduced-price meals.

Free milk. Number of students receiving free milk.

Professional Staff Data

Professional staff data are collected from every certificated person employed in public schools, school district offices, or offices of county superintendents of schools. One record is maintained for each individual and is updated each October. The elements maintained in the professional staff data set are not expected to change from year to year. Approximately 220,000 records are on file. The data elements, together with their descriptions, are presented as follows:

CDS code. Fourteen-digit numeric code identifying the county, district, regional occupational center/

program, and/or school to which an individual is assigned. Code numbers can be found in the *California Public School Directory*.

County name. Name of the county in which an individual is assigned.

School district name. Name of the school district in which an individual is assigned.

Reporting unit name. Name of the office of a county superintendent of schools, school district office, or school through which an individual record is collected.

Name. Last name, first name, and middle initial of an individual.

Social security number. Nine-digit social security number of an individual.

Sex. Sex of an individual: male; female.

Birth year. Last two digits of the year in which an individual was born.

Educational level. Highest educational level attained by an individual: doctorate; master's degree plus 30 or more units; master's degree; bachelor's degree plus 30 or more units; bachelor's degree; less than a bachelor's degree.

Ethnic group. Racial/ethnic group to which the individual belongs: American Indian or Alaskan Native; Asian or Pacific Islander; Filipino; Hispanic; Black (not Hispanic); White (not Hispanic).

Total years of service. Number of years during which an individual has worked in the field of education as a professional.

Years in district. Number of years during which an individual has currently been employed in the district.

Credential. Types of credentials held by the individual that are applicable to his or her current assignment: elementary/preschool; secondary; designated subject; special education; other teaching; administrative/supervisory; counseling/psychology; library; health; other services; bilingual certification; no credential.

Salary. Whole-dollar amount of contracted annual salary.

Appointment. Type of appointment held by the individual: tenured; probationary; temporary or long-term substitute; other.

Full or part time. Indicator of whether employed by the reporting unit full time or part time.

Percent of time. Percent of full time an individual is employed by the reporting unit if less than full time.

**Assignment code.* Four-digit numeric code indicating one of the courses taught or assignments held by an individual.

**Assignment time.* Percent of job time allocated to the assignment.

**Male enrollment.* For teaching assignments, the number of male students enrolled in the class. For nonteaching assignments, the number of male students directly served on an average school day.

**Female enrollment.* For teaching assignments, the number of female students enrolled in the class. For nonteaching assignments, the number of female students directly served on an average school day.

**Bilingual class.* Indicator that assignment involves a class authorized under Education Code Section 52163.

**LES/NES.* Approximate number of limited- or non-English-speaking students enrolled in a class (none, 1—4, 5—9, 10—20, more than 20).

**Handicapped.* Approximate number of handicapped students (those with formal IEPs) enrolled in a class (grouped as for LES/NES).

**Educationally disadvantaged.* Approximate number of educationally disadvantaged students (per California Administrative Code, Title 5, Education, Section 4414) enrolled in the class (grouped as for LES/NES).

**Grade level.* For secondary class assignments only, the grade grouping of the majority of students enrolled (nine or ten; eleven or twelve; adult).

*These data are contained in the file for each course taught or assignment held by an individual.

CBEDS Reports

The two general types of reports prepared from CBEDS data are standard reports and ad hoc reports.

Standard Reports

Certain data that are required routinely by the California Education Code or federal law or regulation or are needed for management by the State Department of Education or school districts are released in standard report form each year as soon as the CBEDS data base has been updated. Examples of standard reports include the following:

1. *District profile:* A demographic profile of each school district, summarizing the staff, classroom, and enrollment data collected by CBEDS, with comparative summarizations of statewide data
2. *Enrollment:* Total graded enrollment, adult education enrollment, and number of high school graduates for each county and the state
3. *Ratio of administrators and teachers:* Total full-time-equivalent number of administrators per 100 classroom teachers reported for each school district

4. *Salaries of professional staff:* Statewide average (mean) contracted salaries of professionals in public education as reported for various categories of administrative, support, and teaching positions
5. *Adult education:* Adult education enrollments, staff, and graduates for each school district, including county and state totals
6. *Continuation schools:* A statewide report on continuation classes and schools, including enrollments, graduates, and staff characteristics
7. *Equal employment opportunity:* For school districts participating in the federal equal employment opportunity survey, totals of certificated personnel in various categories of employment

Ad Hoc Reports

Ad hoc reports are drawn from the data base as requested by the organizations to be served. Ad hoc reports may consist of lists of individuals or agencies with certain characteristics, tabulations or statistical summaries of specific data elements, or statistical analyses of combinations of data. The reports may be produced in computer-readable media, such as tapes, or as printed documents. Examples of ad hoc reports include the following:

1. A data tape containing all of the professional staff records related to a single school district; produced for the district's personnel office
2. Salary simulations using varying increments; prepared for the district's negotiating unit
3. Mailing labels containing the names and school addresses of all teachers of vocational education courses; prepared for the Department of Education's Vocational Education Unit
4. A frequency distribution of the number of years teachers have been employed in school districts within a county; prepared for the office of the county superintendent of schools (see Figure 1)
5. A crosstabulation, by age group, of the number of years teachers have been employed in a sample number of school districts; prepared for a university researcher (see Figure 2)

Cost Estimates

Copies of standard reports are available free of charge for five copies or fewer. Additional copies are available for the cost of printing.

Before ad hoc reports are produced, a cost estimate will be made for the person requesting the report. The estimate will be based on programming and computer requirements of the requested report.

Normally, the transfer of records to a tape provided by the requester will cost $35; duplication of records on a tape provided by the Department, $60.

TEACHER LONGEVITY,NUMBER OF YEARS EMPLOYED IN DISTRICT

FREQUENCY BAR CHART

YEARS	NUMBER OF TEACHERS.	FREQ	CUM. FREQ	PERCENT	CUM. PERCENT
0 TO 3 YRS	**********	1470	1470	18.90	18.90
4 TO 7 YRS	**********	1357	2827	17.44	36.34
8 TO 11 YRS	**********	1791	4618	23.02	59.36
12 TO 15 YRS	**********	1354	5972	17.41	76.77
16 TO 19 YRS	**********	929	6901	11.94	88.71
OVER 19 YRS	**********	878	7779	11.29	100.00

600 800 1000 1200 1400 1600 1800

FREQUENCY

N	7779
MEAN	10.7072
STD DEV	6.72723
MEDIAN	10.6557
MODE	10

Fig. 1. Sample frequency distribution

TEACHER LONGEVITY BY AGEGRP
TABLE OF YEARS BY AGEGRP
YEARS YEARS IN DISTRICT. AGEGRP AGE GROUP.

FREQUENCY / PERCENT / ROW PCT / COL PCT	YOUNGER THAN 25	26 TO 30	31 TO 35	36 TO 40	41 TO 45	46 TO 50	51 TO 55	56 TO 60	OLDER THAN 60	TOTAL
0 TO 3 YRS	14	389	394	221	135	94	47	43	133	1470
	0.18	5.00	5.06	2.84	1.74	1.21	0.60	0.55	1.71	18.90
	0.95	26.46	26.80	15.03	9.18	6.39	3.20	2.93	9.05	
	100.00	80.87	30.15	17.09	12.35	9.15	4.70	5.83	16.12	
4 TO 7 YRS	0	92	570	254	168	120	65	30	58	1357
	0.00	1.18	7.33	3.27	2.16	1.54	0.84	0.39	0.75	17.44
	0.00	6.78	42.00	18.72	12.38	8.84	4.79	2.21	4.27	
	0.00	19.13	43.61	19.64	15.37	11.68	6.49	4.07	7.03	
8 TO 11 YRS	0	0	340	514	278	216	181	119	143	1791
	0.00	0.00	4.37	6.61	3.57	2.78	2.33	1.53	1.84	23.02
	0.00	0.00	18.98	28.70	15.52	12.06	10.11	6.64	7.98	
	0.00	0.00	26.01	39.75	25.43	21.03	18.08	16.12	17.33	
12 TO 15 YRS	0	0	3	284	304	232	235	157	139	1354
	0.00	0.00	0.04	3.65	3.91	2.98	3.02	2.02	1.79	17.41
	0.00	0.00	0.22	20.97	22.45	17.13	17.36	11.60	10.27	
	0.00	0.00	0.23	21.96	27.81	22.59	23.48	21.27	16.85	
16 TO 19 YRS	0	0	0	20	185	226	213	132	153	929
	0.00	0.00	0.00	0.26	2.38	2.91	2.74	1.70	1.97	11.94
	0.00	0.00	0.00	2.15	19.91	24.33	22.93	14.21	16.47	
	0.00	0.00	0.00	1.55	16.93	22.01	21.28	17.89	18.55	
OVER 19 YRS	0	0	0	0	23	139	260	257	199	878
	0.00	0.00	0.00	0.00	0.30	1.79	3.34	3.30	2.56	11.29
	0.00	0.00	0.00	0.00	2.62	15.83	29.61	29.27	22.67	
	0.00	0.00	0.00	0.00	2.10	13.53	25.97	34.82	24.12	
TOTAL	14	481	1307	1293	1093	1027	1001	738	825	7779
	0.18	6.18	16.80	16.62	14.05	13.20	12.87	9.49	10.61	100.00

TEACHER LONGEVITY BY AGEGRP
STATISTICS FOR 2-WAY TABLES
WARNING: OVER 5% OF THE CELLS HAVE EXPECTED COUNTS LESS THAN 5.
TABLE IS SO SPARSE THAT CHI-SQUARE MAY NOT BE A VALID TEST.

CHI-SQUARE	4536.816	DF= 40	PROB=0.0001
PHI	0.764		
GAMMA	0.549	ASE1= 0.008	
PRODUCT MOMENT CORRELATION	0.557		

Fig. 2. Sample crosstabulation

Access to CBEDS Data

Access to CBEDS data by individuals and organizations is governed by the California State Department of Education's Data Acquisition Review Committee (DARC), which must review and approve all disclosures of information from the system. Three characteristics of each data request are central to DARC's decision process: the nature of the requesting organization, the specific data requested, and the bona fide need for the data.

CBEDS data are classified for use according to subject matter and level of aggregation. Aggregated data are tabulations or distributions of individual data elements. The classifications are defined as follows:

1. Subject matter
   a. *Agency identifying data:* Name of school or local educational agency; county-district-school code
   b. *Agency descriptive data:* Enrollments; local educational agency demographics
   c. *Professional identifying data:* Name; social security number
   d. *Professional locational data:* Name of local educational agency; county-district-school code
   e. *Professional descriptive data:* Sex; year of birth; educational level; ethnic group; educational service; credential; contract; position; salary
   f. *Professional assignment data:* Specific job assignments; class demographics
2. Level of aggregation
   a. *Aggregations by district, county, or state:* Data tabulated at levels higher than school

b. *Aggregations by school:* Data tabulated at the school level
c. *Complete individual records:* Records containing all information collected from an individual or local educational agency
d. *Partial individual records:* Records containing some but not all of the elements of information collected from an individual or local educational agency

Data Available to Organizations and Individuals

This section provides a general guide to potential users of CBEDS data. It defines the classifications (subject matter, level of aggregation) of data that may generally be made available to certain organizations and individuals through the application process:

1. *California State Department of Education.* Organizational units of the California State Department of Education, upon formal request endorsed by the unit manager and prior approval by the Data Acquisition Review Committee, will generally be granted requests for any data maintained by CBEDS. However, individual staff records containing both *professional identifying data* and *professional descriptive data* will not be released to Department staff members.
2. *Other California state agencies, the federal government, and professional organizations in education.* Government agencies and educational professional organizations, upon formal request endorsed by an appropriate executive officer and subject to prior approval by the Data Acquisition Review Committee, will generally be granted requests for any data maintained by CBEDS **except** *professional identifying data.* Complete individual records will *not* be released.
3. *Local educational agencies.* California school districts and offices of county superintendents of schools, upon formal request endorsed by a superintendent and subject to prior approval by the Data Acquisition Review Committee, will generally be granted requests for (a) individual records pertaining to their agency; and (b) any *professional descriptive* or *professional assignment data* aggregated at the school, district, county, or state level. Local educational agencies may also have access to *agency identifying* and *descriptive data* aggregated by school, school district, county, or state.
4. *Universities and research organizations.* Organizations engaged in educational research, upon formal request of a dean or chief executive officer and subject to prior approval by the Data Acquisition Review Committee, will generally be granted requests for *professional descriptive* and *professional assignment data* and for *agency descriptive data.* Aggregations by school and district/county, not including *agency identifying data,* will generally be released. *Agency identifying data* may be released if permission has been obtained from a local educational agency for access to its records.
5. *General public.* All other individuals and organizations will generally be granted access to information aggregated by district, county, region (multicounties), or state provided the Data Acquisition Review Committee approves.

Application Procedures

A five-step process is followed in securing a report drawn from the data base: (1) application by the requesting agency to the California State Department of Education; (2) review and approval by the Data Acquisition Review Committee; (3) determination of any fee to be charged for creating the report; (4) approval of the fee and generation of a purchase order by the requesting agency; and (5) production of the requested report. Standard reports, described previously, are generally released without formal application or approval.

A sample of the CBEDS data request form is provided on pages 9 and 10. The form should be completed and signed by the administrator of the requesting organization and mailed to the Manager, Data Acquisition and Forms Control, Education Data Management Systems, 721 Capitol Mall, Sacramento, CA 95814. The request should be filled out carefully so that the CBEDS staff understands what data elements are to be reported and how they are to be displayed. Approval and fee determination typically require ten to 15 working days, and production of the requested report typically requires from five to ten working days depending on the nature of the request. An estimate of production time is provided with the fee statement.

(Additional copies of the data request form can be obtained by writing to the address given above.)

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Education Data Management Systems

CBEDS DATA REQUEST

DC-4 (7/81)

Requesting Organization:

- ☐ School district
- ☐ County superintendent of schools
- ☐ California State Department of Education
- ☐ Other California state agency
- ☐ University or college
- ☐ Research organization
- ☐ Other – *Specify* _____

Submit to:

California State Department of Education
Manager, Data Acquisition and Forms Control
721 Capitol Mall
Sacramento, CA 95814

NAME OF ORGANIZATION		DATE	
		CDS CODE *(if applicable)*	
MAILING ADDRESS	CITY	STATE	ZIP CODE
CONTACT PERSON	TITLE		TELEPHONE NO.

DESCRIPTION OF DATA REPORT REQUESTED – Refer to the *CBEDS Data Users' Guide* for assistance. If you are requesting a standard report, indicate the title. If you are requesting an ad hoc report, describe the report here. If additional space is needed, use the back of this form.

JUSTIFICATION – Cite reason for requesting data and briefly describe intended use.

CERTIFICATION – I hereby certify that the data requested will be used in the manner described above; that they will not be released to any other organization without the prior written approval of the California State Department of Education.

SIGNATURE ▶	TITLE	DATE

FOR DEPARTMENT USE ONLY

ACTION	DATE	BY	ACTION	DATE	BY
Request received			Purchase Order received:		
Clarification requested			Specifications to *EDMS, MIC*		
Clarification received			Report received and editied		
Request approved or denied			Report OK –*Rerun*		
Cost estimate $			Shipped to customer		
Notification of cost, time, or denial			Billing to accounting		

COMMENTS AND SPECIAL INSTRUCTIONS: